

Course Syllabus

NTM 3550 SUPERVISING INFORMATION TECHNOLOGY

Instructor: Dr. Diana J. Green, EH 378, 626-6821, djgreen@weber.edu

<mailto:djgreen@weber.edu> **Text:** Management/Leadership book approved by instructor

Course Description: Analyzing Information Technology (IT) systems and procedures including planning and implementation, departmental structure and operations, and the responsibilities and productivity of IT personnel. Prerequisite: NTM 2300 or NTM 2531 required.

Learning Outcomes: Upon completion of this course, the student will be able to:

1. Define the operation and organization of the office system and the role or responsibilities of the manager.
2. Describe the processes used for employee selection, evaluation, and termination.
3. Identify the main characteristics of styles of management.
4. Describe the practices that may be followed by office managers in solving office problems including personnel motivators and such tools as charts and office layout.
5. Describe issues influencing the modern office environment.
6. Identify the components of a system and the steps involved in designing/modifying a system.
7. List and explain the steps for conducting, evaluating, and reporting results of a feasibility study.
8. Prepare a budget for an office situation with consideration given to cost control.
9. Explain and use project management.
10. Identify methods of security and ethical issues affecting office personnel.

Grading: The final grade for this course is based on the following scale:

95% - 100 % = A	87% - 89% = B+	77% - 79% = C+	67% - 69% = D+
90% - 94 % = A-	83% - 86% = B	73% - 76% = C	63% - 66% = D
	80% - 82% = B-	70% - 72% = C-	60% - 62% = D-
Assignments	50%		
Tests and Quizzes	50%		
Total	100%		

Note: All assignments are to be prepared in a professional manner. Each assignment will be graded upon content, organization, completeness, accuracy, spelling, grammar, and punctuation.

Note: Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Students Service Center. SSD can also arrange to provide course materials in alternative formats if necessary.

Note: The last day to withdraw without penalty from this class is **November 4, 2014**.

Note: No late work is accepted without prior approval from the instructor. Late work is subject to a 20% late penalty and must be completed within one week of deadline. No late tests may be taken after the deadline unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24 hours of scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of scheduled test date.

Note: Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page, at the office of the Vice President for Student Services, and at the WSUSA Office.

Note: Here is the link to the daily activities, assignments, and exams.

https://weber.instructure.com/courses/369165/file_contents/course%20files/Course%20Syllabus%20%20Fall%202012.pdf?canvas_download=1

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Date	Details	
Thu Sep 10, 2015	Management Style Reporting Activity Inclass September 10 (https://weber.instructure.com/courses/369165/assignments/2302203)	8:10pm
	Management Styles Article Assgn (https://weber.instructure.com/courses/369165/assignments/2302177)	11:59pm
	Management/Leadership Book Report (https://weber.instructure.com/courses/369165/assignments/2302176)	11:59pm
	Manager Observation (https://weber.instructure.com/courses/369165/assignments/2302174)	11:59pm
Sat Sep 12, 2015	Manager/Supervisor Observation Peer Discussions (https://weber.instructure.com/courses/369165/assignments/2302170)	11:59pm
Thu Sep 24, 2015	MS Project Graduation Assgn (https://weber.instructure.com/courses/369165/assignments/2302181)	11:59pm
Thu Oct 1, 2015	Budget September (https://weber.instructure.com/courses/369165/assignments/2302171)	11:59pm
	Exam 1 (https://weber.instructure.com/courses/369165/assignments/2302180)	11:59pm
	MI Progress Report 1 (https://weber.instructure.com/courses/369165/assignments/2302184)	11:59pm
	Personal Mission Statement (https://weber.instructure.com/courses/369165/assignments/2302178)	11:59pm
	Response to Bruce Bowen's Presentation on September 24 (https://weber.instructure.com/courses/369165/assignments/2302199)	11:59pm
	Visio Layout Memo Report Assgn (https://weber.instructure.com/courses/369165/assignments/2302182)	11:59pm
	Managerial Issues Project Time Line (https://weber.instructure.com/courses/369165/assignments/2337940)	11:59pm
Thu Oct 8, 2015	Feasibility Study Instructions (https://weber.instructure.com/courses/369165/assignments/2302200)	11:59pm
	MI Progress Report 2 (https://weber.instructure.com/courses/369165/assignments/2302185)	11:59pm
Thu Oct 15, 2015	Barry Gomberg Diversity Presentation	11:59pm
	FS Proposal (https://weber.instructure.com/courses/369165/assignments/2302198)	11:59pm
	Managerial Issues Oral Presentation Oct. 15 or 22 (https://weber.instructure.com/courses/369165/assignments/2302186)	11:59pm
	Managerial Issues Written Report (https://weber.instructure.com/courses/369165/assignments/2302183)	11:59pm
Sun Oct 18, 2015	MI Written Report Review (https://weber.instructure.com/courses/369165/assignments/2337995)	11:59pm
Thu Oct 22, 2015	Final Managerial Issues Written Report	11:30pm
	MI Oral Presentation Outline Oct. 15 or 22 (https://weber.instructure.com/courses/369165/assignments/2302188)	11:30pm
	FS Progress Report 1 (https://weber.instructure.com/courses/369165/assignments/2302192)	11:59pm
	FS Questionnaire Rough Draft (https://weber.instructure.com/courses/369165/assignments/2302189)	11:59pm
Thu Oct 29, 2015	FS Flow Chart in Visio (https://weber.instructure.com/courses/369165/assignments/2302195)	11:59pm
	FS Gantt Chart in Project (https://weber.instructure.com/courses/369165/assignments/2302194)	11:59pm
	FS Progress Report 2 (https://weber.instructure.com/courses/369165/assignments/2302193)	11:59pm
	FS Questionnaire Final (https://weber.instructure.com/courses/369165/assignments/2302190)	11:59pm
	SelfEval MI Oral Presentation Oct. 22 or 29 (https://weber.instructure.com/courses/369165/assignments/2302187)	11:59pm
Thu Nov 5, 2015	Budget October (https://weber.instructure.com/courses/369165/assignments/2302172)	11:59pm
	Jeff Stokes Presentation (https://weber.instructure.com/courses/369165/assignments/2302205)	11:59pm
	Progress Report 3 (https://weber.instructure.com/courses/369165/assignments/2306186)	11:59pm
Thu Nov 12, 2015	Prograss Report 4 (https://weber.instructure.com/courses/369165/assianments/2306189)	11:59pm

Thu Dec 3, 2015	Budget November (https://weber.instructure.com/courses/369165/assignments/2302173)	11:59pm
	Budget Reflection Paper (https://weber.instructure.com/courses/369165/assignments/2302175)	11:59pm
	FS Oral Presentation (https://weber.instructure.com/courses/369165/assignments/2302191)	11:59pm
	FS Written Report (https://weber.instructure.com/courses/369165/assignments/2302196)	11:59pm
	Personal Budget Excel Files That May be Used (https://weber.instructure.com/courses/369165/assignments/2302179)	11:59pm
Sat Dec 5, 2015	FS Oral Evaluation (https://weber.instructure.com/courses/369165/assignments/2302201)	11:59pm
	FS Team Participation Eval (https://weber.instructure.com/courses/369165/assignments/2302197)	11:59pm
Thu Dec 10, 2015	Final Exam (https://weber.instructure.com/courses/369165/assignments/2302202)	11:59pm
